

Security Information

Executive Registry

2-5266

23 January 1952

MEMORANDUM

TO: Assistant Deputy Director (Administration-Special)

FROM: Task Force

SUBJECT: Temporary Duty Travel

REFERENCE: Memorandum from Assistant Deputy Director (Administration-Special) to the Deputy Director (Administration) dated 2 January 1952 this subject.

Problem

- A. Control of Temporary Duty Travel overseas.
- B. Time element for processing travel orders through the Central Processing Branch.

Discussion A:

1. An investigation has been made of the necessity and/or desirability of establishing controls over overseas temporary duty travel and the official level at which they should be maintained.

2. The Deputy Assistant Director for Special Operations has indicated that his office has been concerned with what superficially appeared to be an excessive amount of overseas temporary duty travel. OSO therefore instituted the policy of routing travel orders through their Chief of Operations, who was made responsible for reviewing the orders and determining the operational need for the travel. The Executive Officer of OPC concurred in this procedure and indicated that OPC has also been concerned with the amount of temporary duty and other travel and has been preparing monthly reports for their own information. Samples of these reports for the months of November and December 1951 are attached to this memorandum as Tab A.

3. Agency Regulation provides that:

"Plans and itineraries of overt office representatives to visit covert overseas installations must be fully coordinated with the Deputy Director (Plans) before the issuance of travel orders. The Deputy Director (Plans) will:

- (a) Ensure that the proper representative in the field is informed of details of the proposed visit.

- (b) Provide for a thorough briefing of the traveling official on matters of operational significance such as cover and security.
- (c) Effect necessary coordination with the Assistant Directors of the covert offices concerned."

25X1 4. Mr. Hulick, of the Office of the DD/P, indicated that the procedure provided for in ☐ carries the implication that the necessity for the temporary duty travel has been determined by the covert operating office concerned. This determination would be based upon a consideration of whether the mission of the traveler might be equally satisfactorily performed by an employee already in the area. In some cases travel orders have been disapproved and travel has not been performed because this determination has been made. However, this is a recommending and not an authoritative action on the part of the DD/P since he cannot exercise control of this kind over Assistant Directors who are authorized to direct travel under the terms of regulation ☐.

25X1 5. The Deputy Assistant Director for Special Operations and the Executive Officer of OPC concurred with the suggestion that there is a need for a continued review of temporary duty travel orders at a level of authority above the operating division where the order has originated. In addition, it was suggested that the individual made responsible for the control be given the additional responsibility of preparing a monthly report for the signature of the Assistant Director of the office concerned to be directed to the Deputy Director (Administration) and the Deputy Director (Plans), summarizing and recapitulating temporary duty travel performed during each calendar month.

Recommendations:

✓ 1. The covert offices should be requested to continue or institute procedures for the maintenance of constant review of temporary duty travel orders to determine the need for the travel in the first instance which should be based upon an absolute determination that there is no one presently in the area to which the traveler is to be dispatched who could fulfill the mission equally as well. There should also be consideration, in the event that travel is considered necessary, of the necessity for the traveler to visit all points on the travel itinerary, and whether the duration of the proposed travel is entirely justifiable. As a part of this procedure it is further recommended that a monthly report of all temporary duty travel performed be prepared for the signature of the Assistant Director of the office concerned for transmittal to the Deputy Director (Administration) and the Deputy Director (Plans).

2. It is recommended that the Deputy Director (Administration) discuss this problem with the Assistant Directors at an early meeting.

3. Inasmuch as the majority of temporary duty travel is operational in nature, it is felt that administrative officials should not be placed in a position of administering controls over travel which can only be equitably administered on the bases of operational determinations. However, it may be desirable to transfer the control point for overt office travel to the Administrative and Logistics staff of the Assistant Deputy Director (Plans - Administration), but no recommendation is made in this regard.

Discussion B:

25X1 1. Agency Regulation [] provides that:

- "(a) Whenever possible, domestic travel orders should be forwarded to the central processing branch at least 48 hours prior to the planned departure time.
- (b) Normally foreign travel orders should be forwarded to the central processing branch 30 days in advance of planned date of departure."

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2. The Chief of the Central Processing Branch reports that his staff has been subjected to difficult burdens regarding the time they have been allowed for processing temporary duty travel orders. Mr. [] has prepared a report, attached as Tab B, which is an analysis of foreign temporary duty travel cases processed by the Central Processing Branch since its activation in October 1951.

3. Attention is called to that part of the report which indicates that 65% of all temporary duty travel since the activation of the Central Processing Branch has been processed on the basis of travel requests or orders which were received so late as to prevent normal processing. It is difficult to believe that 65% of all temporary duty travel must be performed on a rush or emergency basis. Further, the burdens placed upon Mr. [] branch by excessive requests for rush handling have prevented those orders which are of a truly urgent nature being given proper attention.

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4. In addition, it is reported that the Agency is taxing to an unjustifiable extent its credit with other government and private agencies where services must be solicited. For example, the Passport Division of the State Department has regulations which establish minimum times required for the processing of passports and it cannot be expected that they will continue indefinitely to tolerate the constant requests for emergency processing. It is entirely possible that the State Department will reach the point where emergency requests from this agency are nothing more than a routine matter. This will obviously prohibit expeditious processing of truly urgent cases.

Recommendations:

- 1. It is suggested that the Deputy Director (Administration) discuss this problem with Assistant Directors at their next meeting and urgently request that internal procedures be established to remedy the rush pattern

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